

SAP Business Intelligence Reporting

Demo 1: Creating a Basic Ad Hoc Query

Washington State HRMS Business Intelligence (BI)
BI Power User Workshop Materials

General Topics - BI Power Users

Demo 1: Creating a Basic Ad Hoc Query

The following demonstration will show how to create a basic ad hoc query in BEx Query Designer. This demonstration will create a query that includes:

- Number of Employees by Personnel Area
- Number of Employees by Ethnic Origin
- Number of Employees by Challenge Indicator
- Filter by Employment Status (Active) and Personnel Area (1110)

Concepts covered in this demonstration include:

- I. Accessing BEx Query Designer
- II. Creating a New Ad Hoc Query
- III. Adding Key Figures
- IV. Adding Characteristics and Attributes
- V. Adding Free Characteristics
- VI. Adding Filters
- VII. Adding Variables
- VIII. Saving the Ad Hoc Query
- IX. Running the Ad Hoc Query
- X. Ad Hoc Query Results

Demo Basic Query Part 1

Display As: Table Information Send Print Version Export to Excel Comments

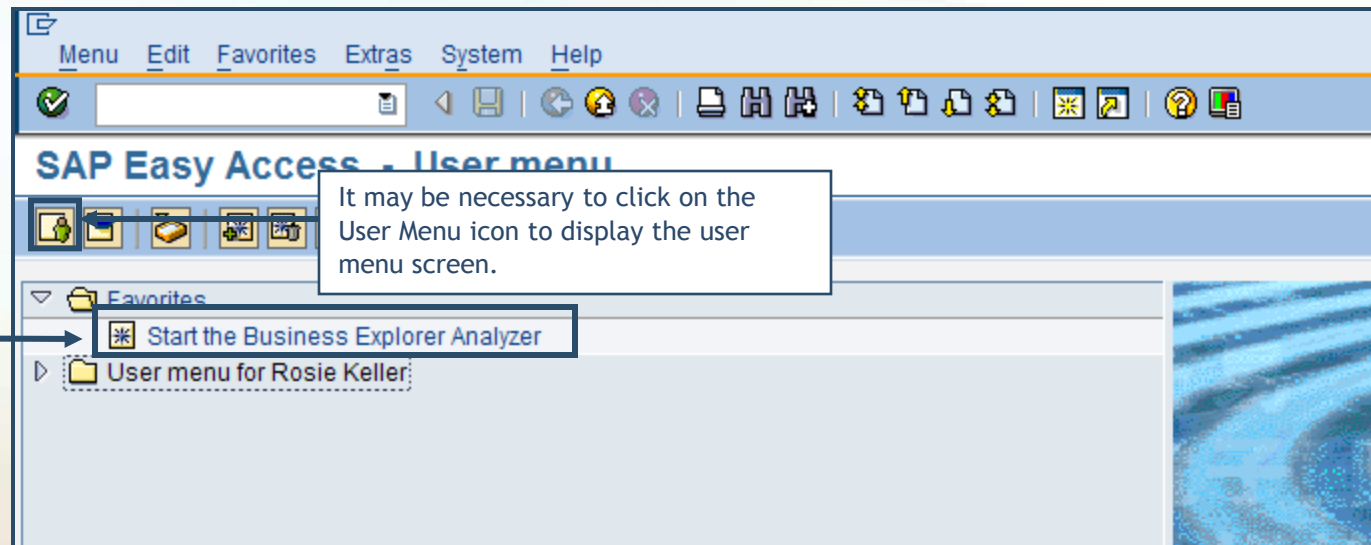
Columns	Personnel Area	Ethnic Origin	Number of Employees
<ul style="list-style-type: none"> Key Figures Rows <ul style="list-style-type: none"> Personnel Area Ethnic Origin Free characteristics <ul style="list-style-type: none"> Challenge Indicator 	Dept of Personnel	10/Not assigned	9
		American Indian/Alaskan	4
		Asian or Pacific Islander	9
		Black/Not Hispanic origin	10
		Hispanic	3
		White/Not Hispanic origin	117
		Result	152
	Overall Result		152

Demo 1: Creating a Basic Ad Hoc Query

To access BEx Query Designer:

1. Logon to the HRMS Business Intelligence via SAP GUI as described in the Business Explorer (BEx) module.

2. Double-click “Start the Business Explorer Analyzer” link.

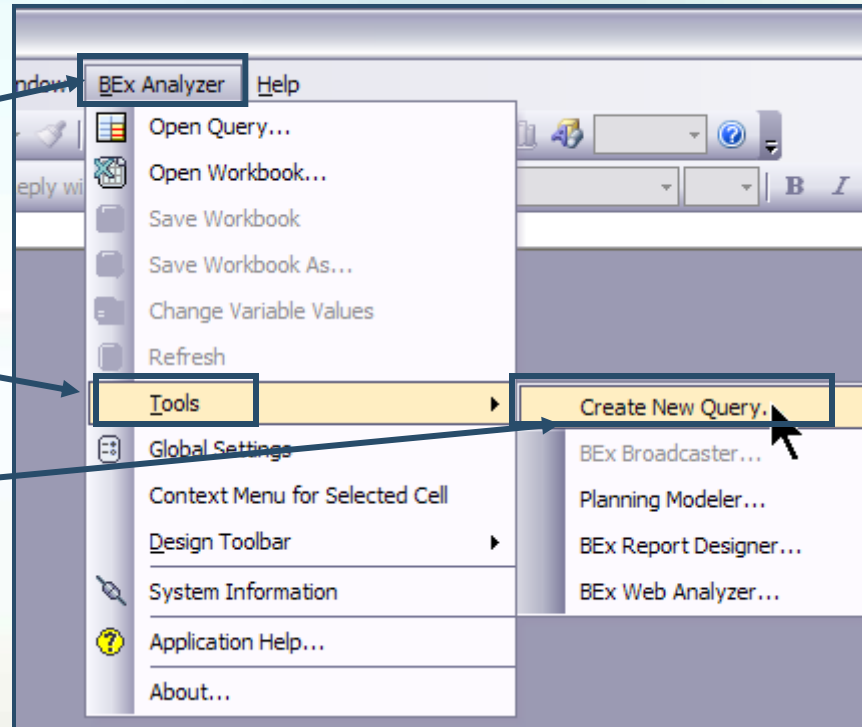


Demo 1: Creating a Basic Ad Hoc Query

1. Click the “Business Explorer” menu item.

2. Select “Tools”.

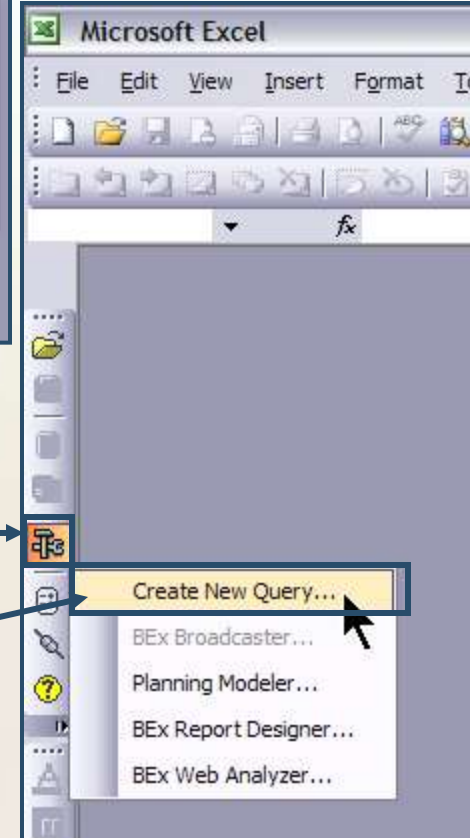
3. Click “Create New Query”.



OR

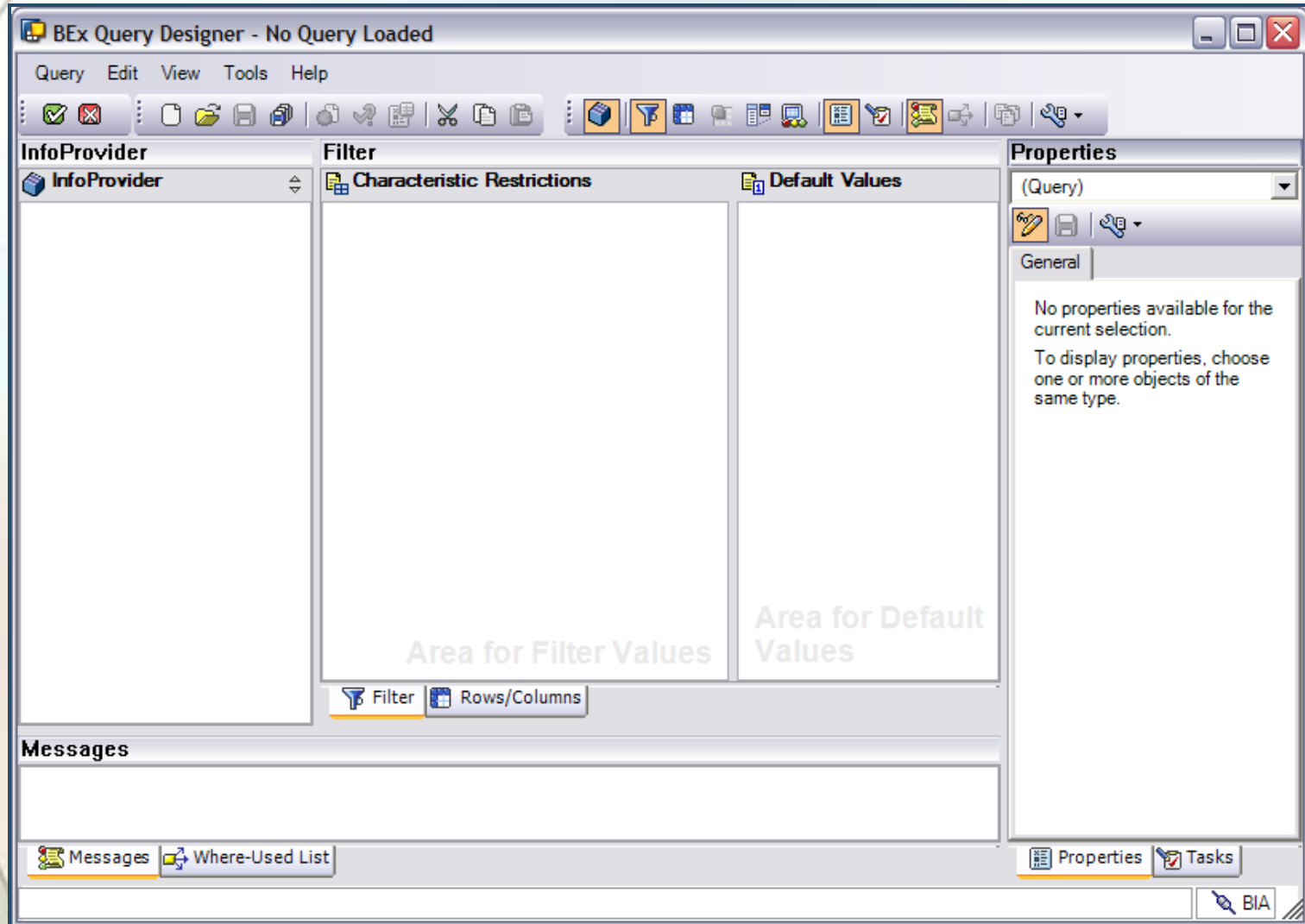
1. Click the Tools icon on the BEx Query Analyzer toolbar.

2. Click “Create New Query”.



Demo 1: Creating a Basic Ad Hoc Query

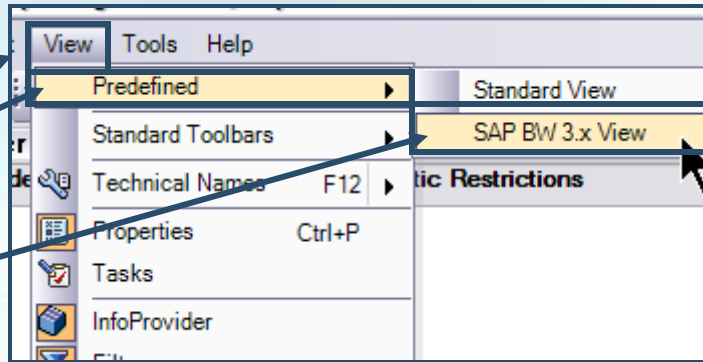
Result: BEx Query Designer will be opened in the Standard View.



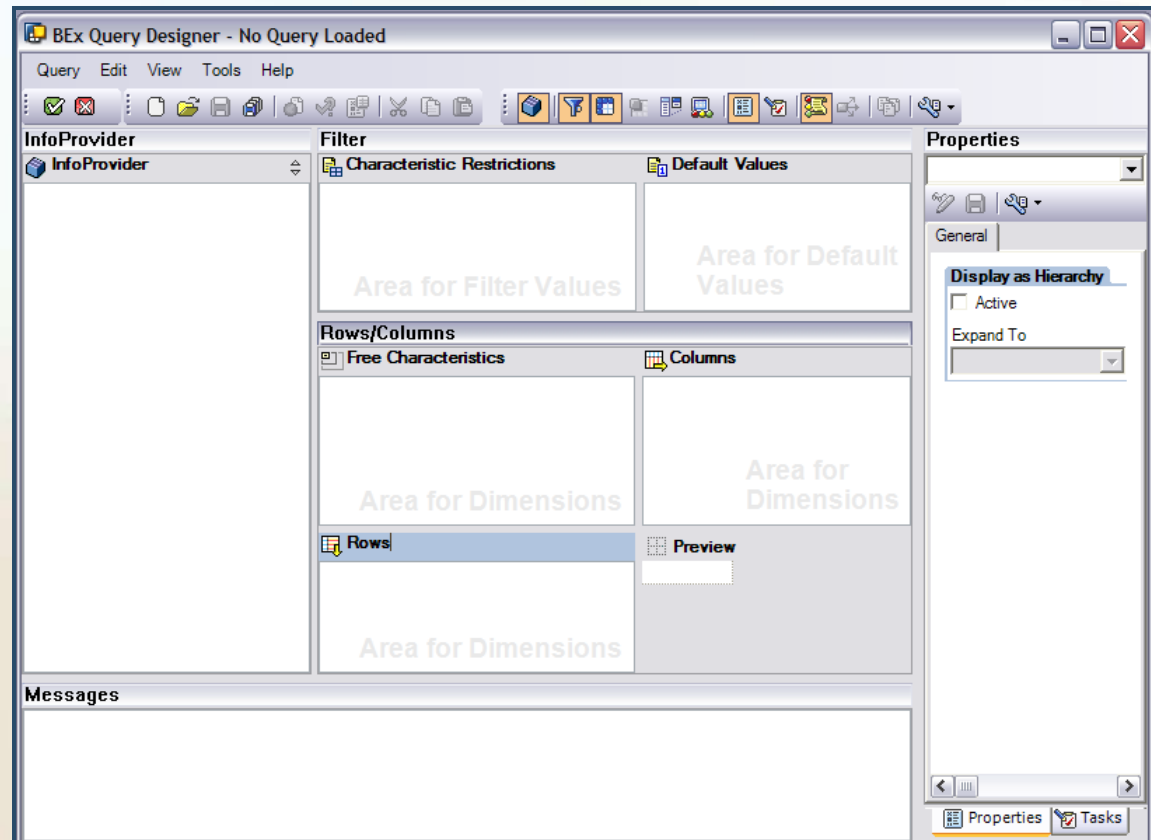
Demo 1: Creating a Basic Ad Hoc Query

To access the “SAP BW 3.x view:

1. Click the “View” tab.
2. Select Predefined
3. Click Sap BW 3.x View

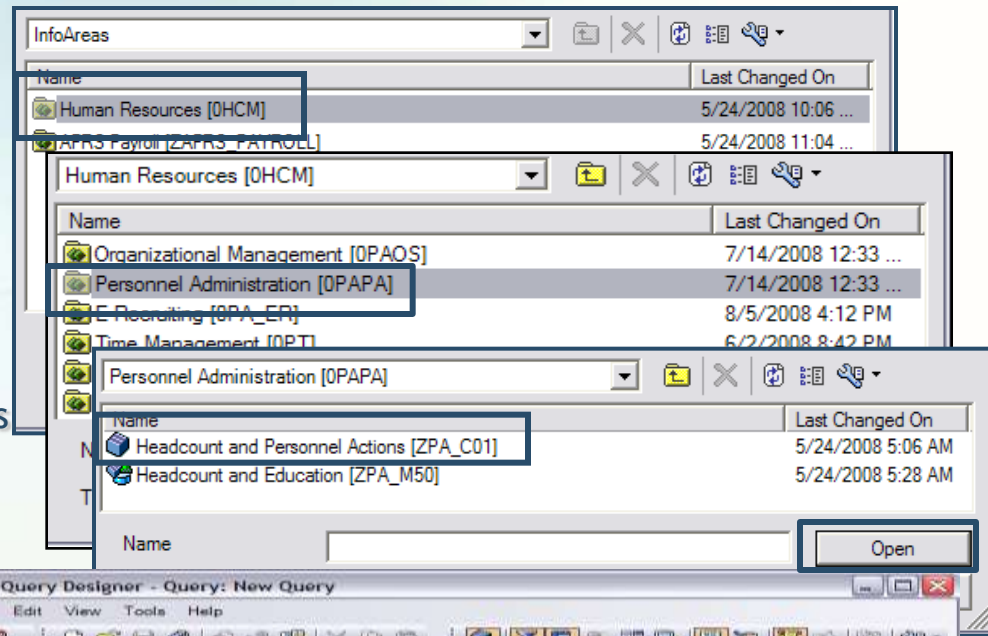


Result: BEx Query Designer will be opened in the SAP BW 3.x View.



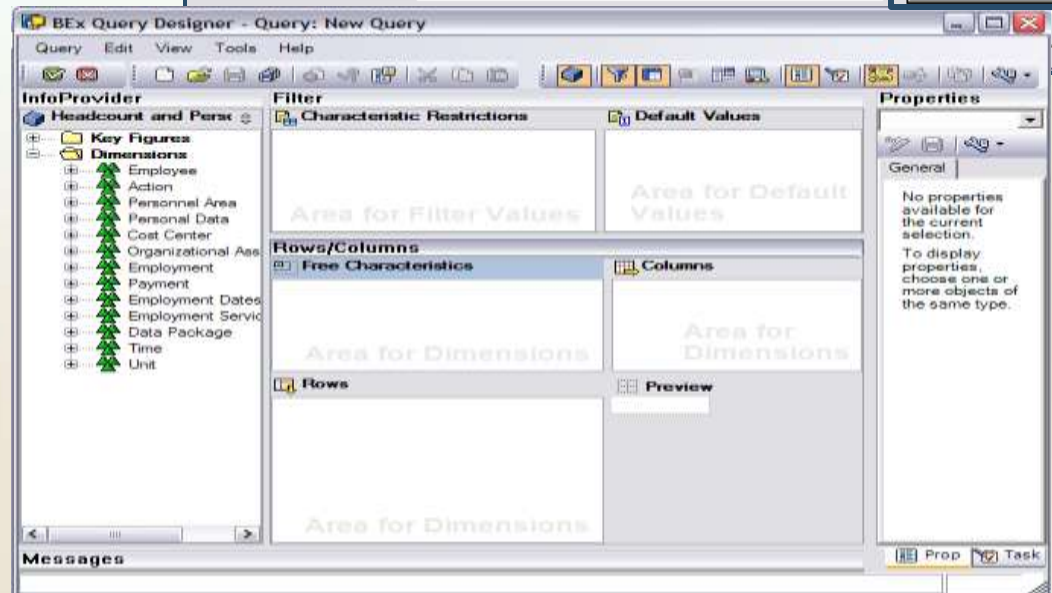
Demo 1: Creating a New Ad Hoc Query

1. Select the InfoAreas tab from the “New Query - Select InfoProvider” screen.
2. Expand the Human Resources InfoArea.
3. Expand the Personnel Administration InfoArea.
4. Select the Headcount and Personnel Actions InfoProvider.
5. Click Open.



Result: All InfoObjects of the Headcount and Personnel Actions InfoProvider are displayed in BEx Query Designer.



InfoObjects of the Headcount InfoProvider




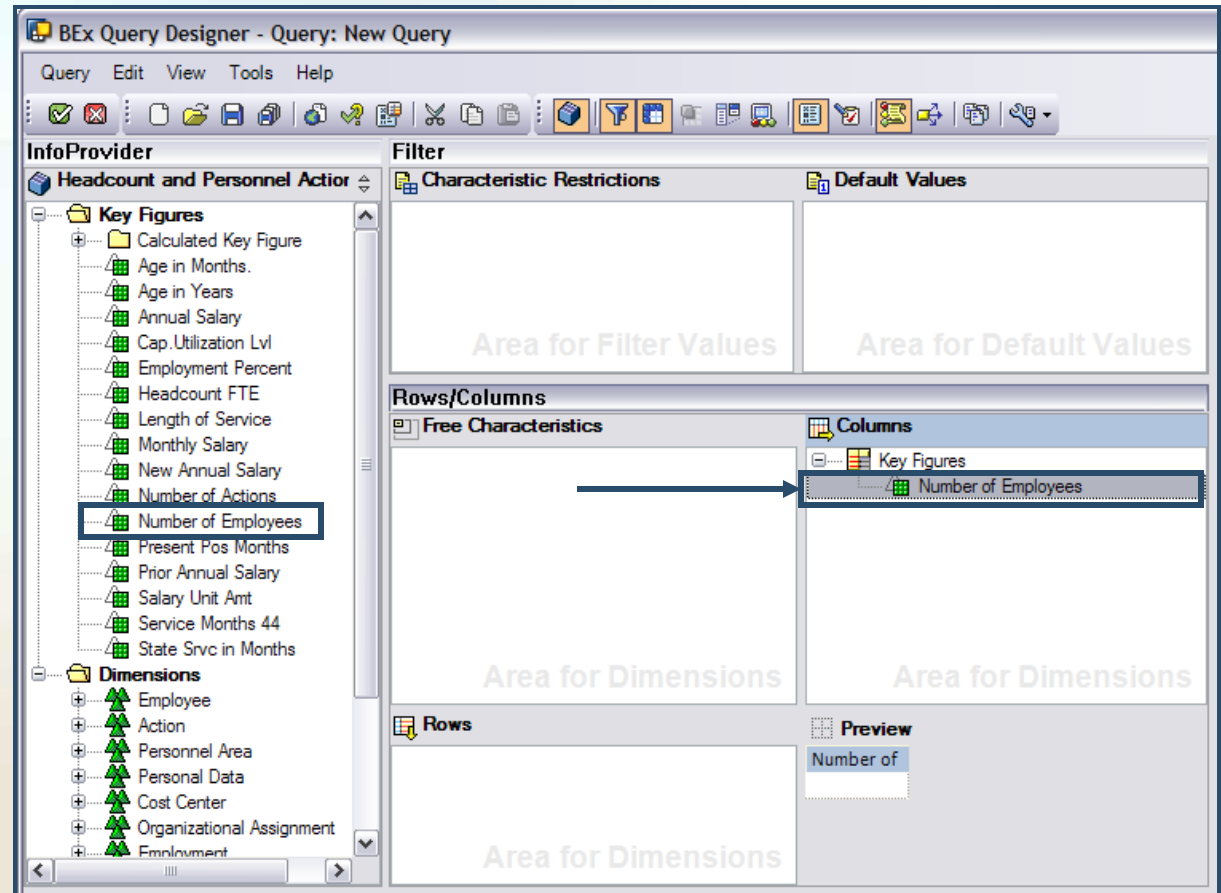
Continued...

Demo 1: Creating a Basic Ad Hoc Query

III. Adding Key Figures

 Click the Technical Names icon  to toggle the Technical Names of the Infobjects on.

1. Expand the Key Figures section by clicking on the Expand icon. 
2. Drag&Drop Number of Employees from the Key Figures section to the Columns section of the query.



Demo 1: Creating a Basic Ad Hoc Query

IV. Adding Characteristics and Attributes

1. Expand the Personnel Area Characteristics.
2. Drag&Drop the Personnel Area Characteristic from the Personnel Area Dimension to the Rows section of the query.
3. Drag&Drop the Ethnic Origin Attribute from the Personal Data Dimension to the Rows section of the query.

BEx Query Designer - Query: New Query

Query Edit View Tools Help

InfoProvider

- Headcount and Personnel Action
 - Employee
 - Action
 - Personnel Area
 - Personal Data
 - AAP Category
 - Age in Years
 - Age Range
 - Challenge Indicator
 - Country
 - County Code
 - Date of Birth
 - EEO Category
 - Entry Date
 - Ethnic Origin
 - Gender
 - Language
 - Nationality
 - Postal Code
 - Race: AIAN
 - Race: Asian
 - Race: Black
 - Race: NHPI
 - Race: Two or More
 - Race: White
 - Region
 - Cost Center

Filter

Characteristic Restrictions

Default Values

- Personnel Area
- Ethnic Origin

Area for Filter Values

Area for Default Values

Rows/Columns

Free Characteristics

Columns

- Key Figures
 - Number of Employees

Area for Dimensions

Area for Dimensions

Rows

- Personnel Area
- Ethnic Origin

Area for Dimensions

Preview

		Number of
a-Personne	a-Ethnic Or	
	b-Ethnic Or	
b-Personne	a-Ethnic Or	
	b-Ethnic Or	



An item can also be dragged & dropped from the query to the InfoObjects list to remove it

Demo 1: Creating a Basic Ad Hoc Query

V. Adding Free Characteristics

Drag&Drop the Challenge Indicator from the Personal Data Dimension to the Free Characteristics section of the query.

The screenshot shows the BEx Query Designer interface with the following components:

- InfoProvider:** A tree view on the left showing the hierarchy of data sources. Under 'Dimensions', 'Personal Data' is expanded, showing 'Challenge Indicator' as a free characteristic.
- Filter:** A section on the right containing 'Characteristic Restrictions' (with 'Employment Status' selected) and 'Default Values' (with 'Personnel Area', 'Ethnic Origin', and 'Challenge Indicator' listed).
- Rows/Columns:** A central section with a 'Free Characteristics' box containing 'Challenge Indicator'.
- Columns:** A section on the right containing 'Key Figures' and 'Number of Employees'.
- Rows:** A section on the left containing 'Personnel Area' and 'Ethnic Origin'.
- Preview:** A table at the bottom right showing the query results.

		Number of
a-Personne	a-Ethnic Or	
	b-Ethnic Or	
b-Personne	a-Ethnic Or	
	b-Ethnic Or	

Demo 1: Creating a Basic Ad Hoc Query

VI. Adding Filters

Drag&Drop the Employment Status Characteristic from the Employment Dimension to the Filter section of the Query Designer.

The screenshot shows the BEx Query Designer interface with the title "BEx Query Designer - Query: New Query". The menu bar includes Query, Edit, View, Tools, and Help. The toolbar contains various icons for file operations and query building.

InfoProvider: Headcount and Personnel Action

Dimensions:

- Employee
- Action
- Personnel Area
- Personal Data
- Cost Center
- Organizational Assignment
- Employment
 - Appointment Percent
 - Cap.Utilization Lvl
 - Company code
 - Contract Type
 - Empl Percent Cha
 - Employee Group
 - Employee Subgroup
 - Employment Status
 - Length of Service
 - Work Contract
- Payment
- Employment Dates
- Employment Service
- Data Package
- Time
- Unit

Filter: Characteristic Restrictions

- Employment Status

Default Values:

- Personnel Area
- Ethnic Origin
- Challenge Indicator

Rows/Columns:

Free Characteristics:

- Challenge Indicator

Columns:

- Key Figures
 - Number of Employees

Rows:

- Personnel Area
- Ethnic Origin

Preview:

		Number of
a-Personne	a-Ethnic Or	
	b-Ethnic Or	
b-Personne	a-Ethnic Or	
	b-Ethnic Or	



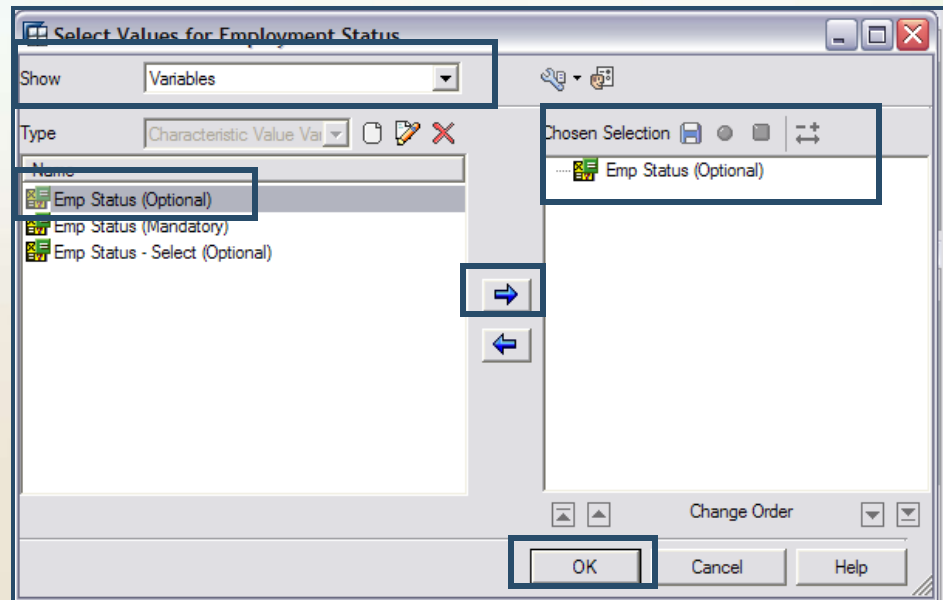
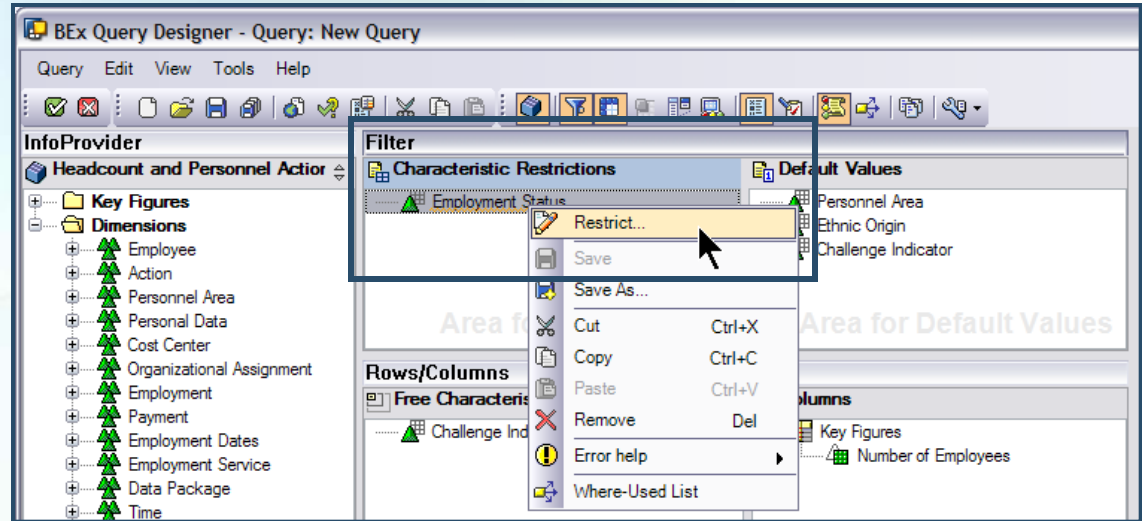
The Filter does not have a value at this time. It must be restricted or a Variable must be added. See the next section (section VII - Adding Variables) for steps to add the Filter variable for Employment Status.

Demo 1: Creating a Basic Ad Hoc Query

VII. Adding Variables


1. Right click on Employment Status in the Filter section and select Restrict.
2. Click the dropdown arrow in the "Show" section and select "Variables".
3. Highlight "Emp Status (Optional)" (Optional), add it to the Chosen Selection and click OK. This adds that variable to the query.

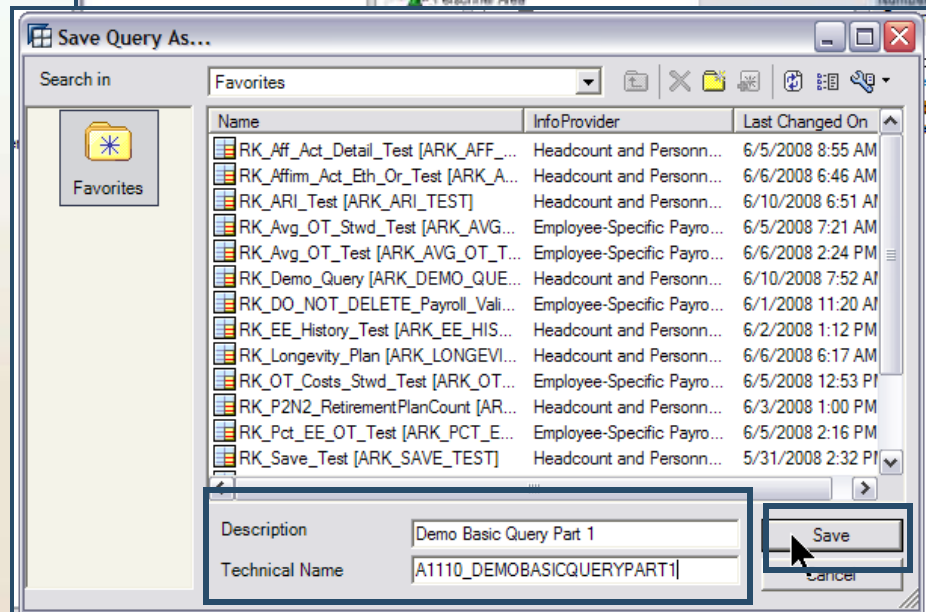
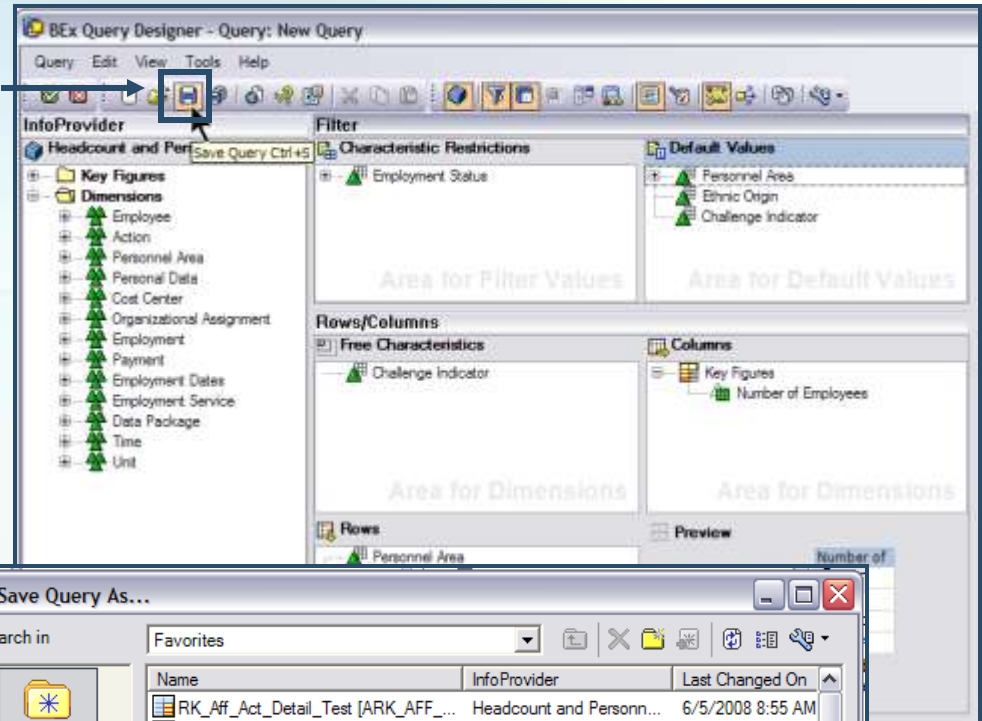
➤ Add the variable to Personnel Area using the same procedure.



Demo 1: Creating a Basic Ad Hoc Query


VIII. Saving the Ad Hoc Query

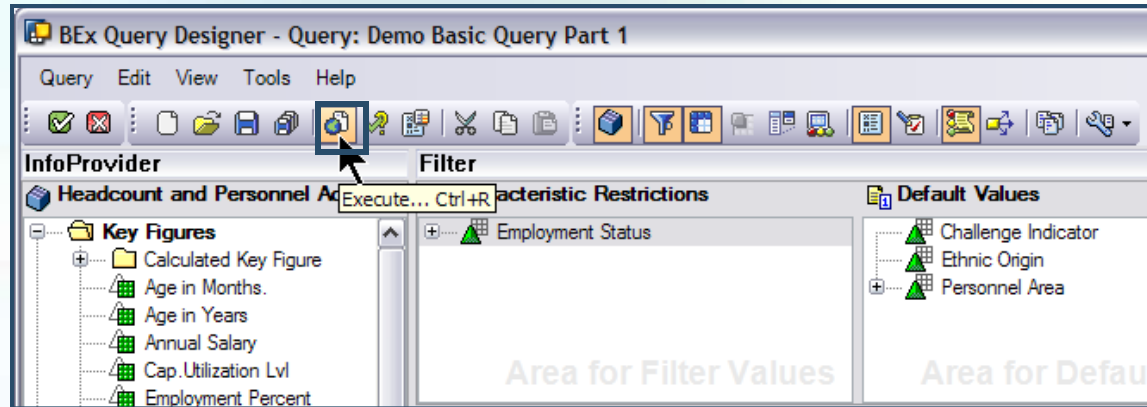
1. Click the Save Query icon  from the BEx Query Designer toolbar.
2. Enter the query Description in the Description listbox of the Save Query prompt (in this example, "Demo Basic Query Part 1").
3. Enter the query Technical Name (in this example, "A1110_DEMOBASICQUERYPART1").
4. Click Save.



Demo 1: Creating a Basic Ad Hoc Query

IX. Running the Ad Hoc Query

1. Click the Execute Query on the Web icon  from the BEx Query Designer toolbar.



2. Enter report Variables.
3. Click OK.

Variable Entry

Available Variants: Save Save As... Delete Show Variable Personalization

General Variables		Current Selection	Description
Variable			
Emp Status (Optional)	3		Active
Personnel Area - Select (Optional)	1110		

OK Check

Demo 1: Creating a Basic Ad Hoc Query

X. Ad Hoc Query Results

Demo Basic Query Part 1

Display As: Table Information Send Print Version Export to Excel Comments

Personnel Area	Ethnic Origin	Number of Employees
Dept of Personnel	10/Not assigned	9
	American Indian/Alaskan	4
	Asian or Pacific Islander	9
	Black/Not Hispanic origin	10
	Hispanic	3
	White/Not Hispanic origin	117
	Result	152
Overall Result		152

Columns:

- Key Figures

Rows:

- Personnel Area
- Ethnic Origin

Free characteristics:

- Challenge Indicator

Annotations:

- Personnel Area Characteristic points to the Personnel Area column.
- Challenge Indicator Attribute Free Characteristic points to the Challenge Indicator row.
- Ethnic Origin Attribute points to the Ethnic Origin column.
- Number of Employees Key Figure points to the Number of Employees column.

Demo 1: Creating a Basic Ad Hoc Query

X. Ad Hoc Query Results, Cont...

Demo Basic Query Part 1

Display As Table Information Send Print Version Export to Excel Comments

Columns	Personnel Area	Ethnic Origin	Challenge Indicator	Number of Employees
<ul style="list-style-type: none"> Key Figures 	Dept of Personnel	10/Not assigned	#	9
<ul style="list-style-type: none"> Rows 			Result	9
<ul style="list-style-type: none"> Personnel Area 		American Indian/Alaskan	#	4
<ul style="list-style-type: none"> Ethnic Origin 			Result	4
<ul style="list-style-type: none"> Challenge Indicator 		Asian or Pacific Islander	#	
<ul style="list-style-type: none"> Free characteristics 			X	
			Result	9
		Black/Not Hispanic origin	#	10
			Result	10
		Hispanic	#	3
			Result	3
		White/Not Hispanic origin	#	108
			X	9
			Result	117
		Result		152
	Overall Result			152

Challenge Indicator has been added to the query using the "Drag&Drop" method.

Query Results with Challenge Indicator Free Characteristic